

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

E-FB 21-029

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE WFD/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0756-003
UNIT NAME AND LOCATION Fish Production and Aquatic Animal Health-West Sacramento	CLASS TITLE Environmental Program Manager I (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0756-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Fisheries Branch Chief, the Environmental Program Manager I (EPM I) has responsibility for implementation of the Hatchery and Fish Stocking Program, Fish Health and Shellfish Health Laboratories, and Fisheries Genetics Research Laboratories. Position is responsible for setting and administering the Department of Fish and Wildlife (DFW) policies on fish stocking and aquatic animal health, while overseeing the statewide fish hatchery system to achieve production mandates, goals and environmental compliance.	
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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
35%	<u>ESSENTIAL FUNCTIONS:</u> Has primary statewide responsibility for implementation of DFW 13007. Works with program and regional fisheries and hatchery staff to maximizes fish production and stocking efficiencies and build long term climate resilience at DFW trout hatcheries by various methods including integrated system management, infrastructure modification, and innovation designs. Reports to Director on fish production, aquatic animal health, and fiscal status of hatchery program. Develops departmental policies related to fish production, transportation, and stocking. Develops and revises regulations related to all aspects of fish production including genetics, disease, and environmental consequences of rearing and stocking fish. Reviews proposed legislation concerning fish production and distribution, genetics, and aquatic animal health. Coordinates with regions and department Recruit, Retain, and Reactivate (R3) program to implement Trout Hatchery Strategic Plan and hatchery components of R3 efforts.
25%	Has responsibility for overseeing several key components in the Hatchery and Fish Stocking Environmental Impact Report/Environmental Impact statement (EIR/EIS) and National Pollution Discharge Elimination System (NPDES) permitting for the statewide hatchery system. These include development and implementation of fish disease testing protocols, aquatic invasive species testing protocols, ensuring stocking practices are in compliance with EIR/EIS mandated pre-stocking evaluations, and water sampling at department hatcheries.
20%	Identifies needed research and provides supervision and technical direction for applied research in multiple areas related to fish production and distribution including fish genetics, cryopreservation, fish pathology, fish husbandry and hatchery operations. Assists Fisheries Branch Chief in planning, coordination and supervising a comprehensive statewide program for fish production and distribution including state and private facilities, and addressing complex biological, environmental and fishery management concerns. Prepares, edits and reviews reports. Ensures compliance of written

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15%	<p>documents with department and state Americans with Disability Act accessibility standards and maintains access of hatchery documents and data to the public. Acts for Fisheries Chief as required.</p> <p>Represents the Department at Commission and board meetings. Participates and works effectively and cooperatively with a variety fishing industry stakeholders, and governmental and non-governmental agencies including Tribal entities, universities, National Oceanic and Atmospheric Administration-Fisheries, US Fish and Wildlife Service, US Bureau of Reclamation, US Army Corps of Engineers, Department of Water Resources, East Bay Municipal Water District, Pacific Corps, etc.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attends meetings, conferences, and training sessions to stay current on aquaculture technology. Perform administrative tasks including tracking of time worked.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>Broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p>Techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions.</p> <p>A manager's / supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process. Health and environment related priorities of legislative and administrative branches of California and Federal government; health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government; and performance management strategies.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.</p>

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	<p>Develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</p> <p>Plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action.</p> <p>Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process. Manage lead or administer program resources; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems; and evaluate program performance and achievements.</p> <p>ADDITIONAL DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Degree in fishery science, hatchery science, aquaculture, aquatic animal medicine, or closely related discipline. Extensive budget management experience. Self-motivated. Work independently. Work cooperatively with others including stakeholders, other departments and agencies. Willingness to work unusual hours.</p> <p>Interpersonal Skills: Excellent written and verbal communication skills.</p> <p>WORKING CONDITIONS: Primarily office based. Will require sitting or standing at a computer for long periods of time. Hatcheries are in various locations throughout California and will require travel for site assessments, meetings, and conferences. Telework available.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE